

**City of Brookhaven**  
**Finance Department**  
**Class: ACCOUNT CLERK**

The city of Brookhaven is accepting resumes for an account clerk. Under the direction of the Finance Director he/she will perform a variety of clerical accounting duties involving financial record keeping and/or transactions including payroll, accounts payable and receivable: to perform a variety of general clerical activities; and to respond to requests and inquiries.

**Requirements**

1. Bachelor's degree in Finance, Accounting or related field from an accredited college or university.
2. Previous Government experience in accounting.
3. Must have a minimum of three (3) years professional experience in accounting or finance, preferably including some statistical or financial record keeping.
4. An equivalent combination of education and experience may be acceptable.

**How to Apply**

To see a complete job description, visit [www.brookhavenga.gov](http://www.brookhavenga.gov). Please submit your resume, salary history, and cover letter for the Account Clerk position to [Careers@brookahavenga.gov](mailto:Careers@brookahavenga.gov). Resumes without a salary history will not be considered.

The City of Brookhaven is an equal opportunity employer.

**JOB TITLE: ACCOUNT CLERK**

**JOB SUMMARY:**

Under the direction of the Finance Director he/she will perform a variety of clerical accounting duties involving financial record keeping and/or transactions including payroll, accounts payable and receivable: to perform a variety of general clerical activities; and to respond to requests and inquiries.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**PAYABLES:** The employee must have the ability to:

- Prepare invoices for payment; enter invoices on the computer; verify and mail checks; prepare check register.
- Reconcile monthly statements from vendor; confer with vendors regarding purchase orders, invoices, and payments.
- Process application for court bond refunds, as well as licensing and permit refunds.
- Prepare tax forms (1099's) and other reporting documents related to accounts payable.
- Maintain a variety of financial records and files.

- Perform varied clerical work.
- Perform procedures in an organized and accurate manner.
- Accurately count, record and balance assigned transactions.
- Establish and maintain cooperative working relationship with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Employee must perform any other tasks deemed necessary to the daily operations of the employer.

## **ESSENTIAL FUNCTIONS**

**PAYROLL:** The employee must have the ability to:

- Assist in the review of all time sheet's submitted to ensure conformance with City policies and procedures.
- Assist in the processing of the check register and the reconciliation and balancing of payroll.
- Understand, interpret and apply the fundamental principles of accounting.
- Assist in the input of hours worked, verifies employee pay changes and computer file data.
- Reviews, edits documents, corrects errors and balances payroll for each pay period.
- Assist in the calculations and processing of retroactive payments, wage assignments, retirements, deferred compensation, and leave payments.
- Prepare quarterly and annual federal and state tax reports; prepare and distribute W-2's.
- Compile routine reports related to payroll activity.
- Maintain accumulated leave records for all employees, including leave used or accruals.
- Adjust and correct computer file records.
- Perform other accounting assignments, such as preparation of spreadsheets, journal entries and reconciliations related to payroll.
- Participate in special studies and projects as required.
- Maintain a variety of financial records and files.

## **NECESSARY KNOWLEDGE SKILLS AND ABILITIES:**

- The incumbent must have proficient knowledge in the following areas:
- Basic mathematical principles.
- Knowledge of accounts payable, accounts receivable and maintaining general ledgers.
- Knowledge of payroll functions and procedures.
- Ability to maintain a high level of accuracy in preparing and entering payable and payroll information.
- Ability to maintain confidentiality concerning payable and employee files.
- Record retrieval and storage systems.
- Operation of a computer and assigned software.
- Excellent oral and written communication skills.
- Interpersonal skills using tact patience and courtesy.
- Excellent interpersonal skills.
- Team building skills.

- Analytical and problem solving skills.
- Decision making skills.
- Effective verbal and listening communications skills.
- Attention to detail and high level of accuracy.
- Very effective organizational skills.
- Effective written communications skills.
- Computer skills including the ability to operate computerized accounting, spreadsheet and word-processing programs, and email at a highly proficient level.
- Stress management skills.
- Time management skills.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and/or experience**

5. Bachelor's degree in Finance, Accounting or related field from an accredited college or university.
6. Previous Government experience in accounting.
7. Must have a minimum of three (3) years professional experience in accounting or finance, preferably including some statistical or financial record keeping.
8. An equivalent combination of education and experience may be acceptable.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee sits in an office or computer room.